

POLICE PLANNING & RESEARCH SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in the planning and research functions of the Police Department; provide highly complex professional level staff assistance to Department Division and Bureau Managers; and supervise professional and administrative staff within the Planning & Research Section of the Police Department.

Supervision Received and Exercised:

Receives general direction from higher level management staff. Exercises direct supervision over lower level professional and administrative staff.

Distinguishing Characteristics:

The Planning & Research Supervisor classification is distinguished from the Planning & Research Analyst I/II classification by its supervisory responsibilities; mid-level management workgroup participation; greater complexity, depth and scope of assignments; and by the highly technical, critical, and visible nature of the work. In addition, this position requires initiative and considerable independent judgment.

Essential Functions:

Duties may include, but are not limited to, the following:

- Oversee research activities for the Police Department, which include needs assessments, cost/benefit analyses, and feasibility studies relating to planning and policy issues, budget issues, service levels, resource allocation, program evaluation, and district/beat boundary evaluation; coordinate large scale planning and research activities; and oversee the annual citizen survey.
- Plan, review, and implement new technologies for the Planning & Research Section
 of the Police Department; maintain all bureau and division quarterly reports on the
 Police Department Intranet site; design and conduct independent research and
 analysis.
- Determine and design the appropriate research methodologies and statistical analysis techniques to apply to data and problem solving; collect, manage, analyze, and interpret data and statistics using quantitative and qualitative methods;

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effectively apply research methodology; provide consultation services to Police and City personnel on how to appropriately address and carry out research questions/issues.

- Research and study current literature on municipal and law enforcement administration and operation for the purpose of making recommendations on policies, procedures and methods of operation based on current research and best practices; evaluate new programs policies and technologies and makes recommendations; participate in the forecasting of additional funds/resources needed for staffing, equipment, materials, and supplies.
- Demonstrate continuous effort to improve operations; decrease turnaround times; streamline work processes; and analyze administrative or operational problems, programs, or policies.
- Research, collect, and analyze statistical data to be used for the evaluation of the budget process, allocation of resources, and other operational purposes.
- Review and monitor reports on crime, Uniform Crime Report (UCR), and other information and statistics provided to the public and other agencies.
- Direct the long-range and short-range strategic and technical planning efforts for the
 department and the Planning and Research Division; present and articulate long-and
 short-range plans, complex and detailed statistical reports, charts, graphs, and maps
 to management; provide information to Department administration, City
 administration, and City Council for decision-making purposes; present analysis and
 statistics in various internal and external forums; and participate in and providing
 information to Department/City committees.
- Prepare, research, analyze, and suggest solutions to management-stated and crime-related problems; research, analyze and evaluate proposals, projects and Departmental activities, systems, and programs in terms of resource requirements, needs, priorities, and costs.
- Interact and work effectively with Police personnel, other City employees, representatives from other law enforcement agencies, the media, and the community on research issues; respond to requests for various information and statistical reports; and present information to City Council when appropriate.
- Supervise and evaluate the work and performance of staff assigned to the Planning & Research Section of the Police Department; participate in the selection of staff; provide or coordinate staff training; evaluate and monitor the work flow and performance to ensure work is complete in a thorough and appropriate manner; work with employees to correct deficiencies; implement discipline procedures.

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 Manage and review all major research and planning projects and related research for the Police Department; approve and prioritize requests for planning and research

services.

Perform related duties as required.

Minimum Qualifications:

Experience:

Three years of experience performing applied research at a professional level, one of which must have been in a law enforcement agency, plus lead or supervisory experience. Must also have knowledge of, and experience with, research and design techniques, methods, and procedures; data collection, coding, and survey research techniques;

probability statistics, and central tendency measures; and program evaluation.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in mathematics, statistics, public administration, business administration or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 367

Status: Exempt / Classified